

# **DAMBAI COLLEGE OF EDUCATION**



## **TRANSPORT AND VEHICLE MAINTENANCE POLICY DACE/TVMP001/2023**

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# **TRANSPORT AND VEHICLE MAINTENANCE POLICY**

## **DACE/TVMP001/2023**

### **1. INTRODUCTION**

Dambai College of Education is a public tertiary institution affiliated to University for Development Studies (UDS). The Dambai College of Education Transport Policy is formulated to serve as a guideline for the College and its stakeholders in appreciating the mode of operations of the Transport Unit as well as provide the parameters for operating its fleet.

This Transport Policy of the College provides standard broad guidelines on purchase, allocation, use, insurance, maintenance, safety, replacement as well as disposal of College motor vehicles. The policy seeks to regulate the use, movement and maintenance of College motor vehicles, and the use of non-College motor vehicles on the campus. Again, this policy covers the movement and operations of bicycles, tricycles and all wheeled equipment whether engine powered or none engine powered. This policy shall be administered and implemented taking into account the functions of the Transport Unit of the College, the Transport Officer and the Chief Driver. The Transport Unit shall be responsible for meeting the transportation needs of the College.

### **2. POLICY STATEMENT**

- i. All College vehicles, purchased by or donated to the College, shall be managed and governed in accordance with this policy. The College shall operate its vehicle according to a pool system. The College vehicles are acquired through:
  - (a) Direct purchase by funds from the Government of Ghana, or internally/locally generated funds.
  - (b) Donations,
  - (c) Projects.
- ii. The Principal shall be the overall managers of all College vehicles.
- iii. The Unit and Departmental vehicles shall be entrusted to the Heads of these units for day-to-day operations, management and administration, but their maintenance shall be overseen by the Principal, assisted by the Transport Officer. This transport policy aims at aligning the demand and supply of the College transport services through effective management of the College's vehicles, increasing staff and students'

understanding of the overall College fleet programs, providing a greater accountability of the College fleet, comprehensively operating, maintaining and repairing vehicles to acceptable safety standards.

### **3. PURPOSE/OBJECTIVES**

This policy document shall provide guidelines for consistent decision making and behavior within the Transport Unit of the College to ensure efficiency and effectiveness in the management of the College's fleet of vehicles.

The policy seeks to;

- i. Provide guidelines that promote an effective, efficient, reliable and cost effective transport management system.
- ii. Ensure operational cost effectiveness and proper usage of College motor vehicles.
- iii. Guarantee an extended lifespan of vehicles through the promotion of proper and responsible usage of College motor vehicles.
- iv. Provide a standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the College's motor vehicles and for the management of related forms of transport engaged for College business.
- v. Provide broad guidelines to develop good driver behavior and adequate maintenance regime to ensure road safety.
- vi. Provide broad guidelines for compliance of traffic regulations on campus for the transport unit of the college and other users of campus roads to ensure safety and security.

### **4. SCOPE AND APPLICABILITY**

The policy shall apply to all stakeholders such as the transport unit, staff, student teachers, etc.

### **5. SUPPORTING PROCEDURES**

The following procedure shall be followed in order to achieve the purpose and objectives of this policy.

#### **1. Vehicle Allocation:**

- a. College vehicles shall be allocated by the Principal to a department/unit.

- b. Where a vehicle has been donated to a department/unit for a specific project, the Principal has the authority to re-allocate the vehicle for official purposes on completion of the project.
- c. The Principal may re-assign any College vehicle for official purposes.

**2. Accountability:**

- a. The Heads of Department/Unit concerned shall be responsible for vehicles assigned to their Department/Unit.
- b. The Transport Unit will from time-to-time review regulations for the efficient administration of College vehicles.
- c. The Secretary will from time-to-time issue administrative instructions to secure the proper management of College vehicles.
- d. To assist in the efficient management and operation of college vehicles, the appropriate log books and requisition form(s) (see Appendix **DT #s 01 - 10**) should be utilized in all instances to ensure accountability in vehicle management; and assess driver performance.

**3. Use and Control of Vehicles:**

- a. College vehicles are to be used by the department / unit assigned for official assignments authorized by the Principal and Secretary.
- b. All vehicles shall be used for only official business of the College.
- c. All College vehicles shall carry log books (**Appendix DT # 02**), and it shall be the responsibility of the driver in charge of the vehicles to ensure that the log book on the vehicle is properly kept.
- d. All College vehicles including those allocated/assigned to a department /unit shall be under the control of the transport officer who shall ensure that the vehicle is in a roadworthy condition.
- e. A vehicle requested by a department/unit for use shall be under the control of the senior staff in lead of the journey once the vehicle is on road.

- f. The Transport Officer shall appoint a driver to drive the vehicle in/out of the campus upon the request of the head of department/unit. No unauthorized officer of the college shall be permitted to drive such vehicles without the express approval of the Transport Officer.
- g. The Transport Unit shall periodically inspect the condition of all vehicles at the end of every academic year and submit reports on their condition to the Principal.
- h. Staff may hire College vehicles for private use at approved rates. However, approval for such use of college vehicles by staff rests with the Principal through the College Secretary.
- i. Trucks and buses of the College could be hired out to the public upon approval from the Principal once the Transport Officer declares the vehicle fit for use.
- j. Subject to availability, the College shall provide transportation for staff who lose their registered parents, spouse and children.
- k. Subject to availability, the College shall provide transport for staff to attend funerals of colleagues who have lost their registered parents, spouse, children, as well as a colleague's marriage ceremony and sick colleague.
- l. Subject to availability, a staff member who wishes to use a College bus to enable colleagues attend his/her programmes other than what is mentioned in (j) and (k) shall pay for the fuel and allowance due the driver(s).
- m. Heads of Department may apply on behalf of the departments for the use of College vehicles for field trips/excursions. The cost of such trips shall be charged to the departments' account.
- n. Subject to availability, clubs and associations that wish to use College vehicles for excursions or field trips shall bear the full cost of such trips.
- o. The approval of the Principal must be sought before the release of any College vehicle to a government institution or any local authority.
- p. When a staff dies, the College shall provide transportation as stipulated in the unified Harmonized Conditions of service.

- q. As much as possible, College officials traveling to common destinations at a point in time for official business may strive to use the same faculty vehicle or vehicle from the transport pool to ensure judicious use of resources.

#### **4. Storage/Parking:**

- a. Vehicles in the pool system shall be parked at the Transport Unit (designated places on campus) of the College after the close of work each day and at week-ends and on public holidays.
- b. Department/unit/section vehicles shall be parked at a suitable place (designated place) in the department/unit/section during working hours.
- c. Prior approval of the Principal should be sought through the Transport Officer where the nature of duties of an officer using a vehicle demands that the vehicle be parked at a place other than the places specified in paragraphs 4 (a) and 4 (b) above.
- d. A vehicle which travels outside the College shall be parked in a Police Station or at a safe place in any of the public institutions or at any other place where the safety of the vehicle is assured. The officer using the vehicle should be responsible for the safety of the vehicle.

#### **5. Repairs/Servicing and Maintenance:**

The College shall ensure a culture of preventive maintenance for its vehicles.

- a. The repair, servicing and maintenance of all College vehicles shall be undertaken by the Transport Unit of the College.
- b. The Transport Unit shall be resourced to undertake the necessary repairs, servicing and maintenance of College vehicles.
- c. Where the nature of the repair, servicing or maintenance of a vehicle is such that it will be in the best interest of the College for the vehicle to be sent to a workshop or garage other than the College's maintenance unit, the Transport Officer, with the prior approval of the Principal, shall be responsible for sending the vehicle outside for the necessary repair, servicing or maintenance.

- d. A list of approved garages/workshops shall be maintained by the Transport Unit on the recommendation of the Transport Officer and approved by the Principal. The list of approved garages shall be reviewed periodically.
- e. All vehicles under warranty must be sent back to their suppliers when a technical fault is detected for appropriate action to be taken to secure the vehicle for the College. If the warranty expires, the vehicle shall be sent to an approved garage.

## **6. Cost of Repairs/Servicing and Maintenance**

- a. Fuel and lubricants of each department/unit vehicle shall be charged to the budget of the department/unit concerned.
- b. All maintenance costs of such vehicles shall be charged to the department/unit concerned.
- c. Traveling and transport expenses of drivers and officers of such vehicles shall be charged to the budget of the department/unit concerned.

## **7. Procurement/Donation of Spare Parts:**

The Procurement Officer in consultation with the Transport Unit and/or the Transport Officer shall be responsible for the procurement of spare parts required for the repair, servicing or maintenance of all College vehicles to be undertaken in its workshop depending on the nature of the fault. Such spare parts shall be stored in the College's Stores.

## **8. Insurance of Vehicles:**

- a) All College vehicles shall be insured as much as possible.
- b) The College shall invite competitive bidding for the insurance of its vehicles every five years. The Transport Officer in collaboration with the Transport Unit shall periodically review the criteria.

## **9. Accident:**

- a. When a College vehicle is involved in an accident, the driver or officer in charge shall report to the nearest police station.



- b. When a College vehicle is involved in an accident, the transport unit/Officer shall report to the insurance company for the necessary action.
- c. In the event of an accident involving department/unit vehicle, separate written reports on the accident shall be submitted to the Transport Officer and Transport Unit as soon as possible by the driver and the Head of that department/unit in consultation with the officer using the vehicle.
- d. With regards to the College vehicle, separate written reports on the accident shall be submitted by the driver and the Transport Officer in consultation with the officer/leader using the vehicle to The Transport Unit. The report must be sent to the Principal by the Transport Unit.

**10. Drivers/Operators of College Vehicle Responsibility:**

- a. Departmental/Unit Drivers shall be responsible for the proper care of College vehicles assigned to them.
- b. Departmental/Unit drivers assigned to any College vehicle shall be responsible for the tools and equipment issued with the vehicles and shall report any losses together with the circumstances surrounding such losses to the Transport Officer or the Department/Unit as the case may be.
- c. All vehicles are to carry a stocked First Aid Box, a Fire extinguisher, Warning Triangle, and other tools as required. The Transport Officer is to carry out periodic checks of these equipment.
- d. Senior Officers assigned College vehicles for official trips shall complete DT#09 “Driver Monitoring Form” on completion of their trip. The DT # 09 shall be submitted to the Transport Officer for collation.
- e. Before a driver or operator of a vehicle proceeds on a journey, the person should satisfy him/herself that: -
  - i. Radiator is filled with water or required coolant
  - ii. Oil level is correct
  - iii. Petrol/Diesel is sufficient for the journey
  - iv. Lights are in good working condition
  - v. Tyre pressures are correct including the spare tyre
  - vi. Brakes are efficient

- vii. Gauges are in good working condition.
- f. Drivers shall be responsible for keeping vehicles under their control clean.
- g. Drivers shall switch off their engines and stretch out when drive between four (4) to five (5) hours.
- h. Drivers shall switch off their engines and rest for not less than forty (40) minutes in order to ensure that the driver and the vehicle take some rest.
- i. Drivers should not pick up passengers.
- j. Drivers/operators should drive within statutory speed limits. They should not drive beyond 80km per hour on the highway or the posted speed limit or above 50km per hour within city and town limits.
- k. Driving a vehicle under the influence of intoxicants constitutes a serious offense. Offenders shall be subject to institutional and legal disciplinary measures as stipulated in the College Statutes and other legal disciplinary measures in force.
- l. Regular test (eye, blood and urine) shall be conducted on drivers/operators of College vehicles to screen for illicit drugs, stimulants and liquor abuse quarterly.
- m. Drivers of College vehicles shall at all times observe the normal courtesies due other road users.
- n. Drivers/operators shall log the odometer reading at that time and sign their names against such information.
- o. The ignition key shall be surrendered to the guard on duty at the designated person at the end of each day.
- p. All persons on board College vehicles must be in seatbelt.

### **11. Sanctions against Drivers/ Operators of College Vehicle**

Should a driver or operator contravene any of the above provisions of the policy, reference shall be made to corresponding sanctions in the College Statutes and other legal disciplinary measures in force.

### **12. Training of Transport Unit Staff:**

- a. Annual training of staff of the Transport Unit including drivers shall be undertaken by seasoned and professional personnel within and outside the College.

- b. Every newly recruited driver shall undergo orientation before being assigned a College vehicle.

### **13. Fueling of Vehicles:**

Purchase of Fuel and Lubricants Form (DT#01) shall be utilized and all columns filled in the normal drawing of fuel and lubricants.

### **14. Vehicle Replacement**

- a. Subject to normal wear and tear, vehicles may be replaced after five years or after attaining 300,000km.
- b. Prohibitive cost of maintaining a vehicle may also determine the disposal of the vehicle after 300,000km or five years, whichever comes first.

### **15. Disposal of Vehicles:**

The national regulation pertaining to the disposal of vehicles shall generally apply.

## **6. INCLUSION RESPONSIVE STATEMENT**

All provisions made by this policy shall apply to all manner of persons considered as stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background and affiliations in such a manner that no act of discrimination is promoted under any circumstances in any engagement of the College.

## **7. RESPONSIBILITY FOR IMPLEMENTATION**

- The Principal
- Academic Board

## **8. RESPONSIBILITY FOR MONITORING**

- The Principal
- Academic Board

- Academic Planning and Quality Assurance Committee

## **9. KEY STAKEHOLDERS**

- College Council
- College Management
- College Academic Board

## **10. STATUS**

Approved

## **11. INITIATING BODY**

The Academic Board

## **12. SPONSOR**

The College

## **13. AUTHOR**

The College

## **14. APPROVAL AUTHORITY**

The College Governing Council

## **15. EFFECTIVE DATE**

28<sup>th</sup> April, 2023

## **16. REVIEW DATE**

Three years

## **17. RELATED LEGISLATION**

- a. Colleges of Education Act, 2012 (Act 847)
- b. The 1992 Constitution of the Republic of Ghana

## **18. RELATED POLICY**

- a. Harmonized Statutes of Colleges of Education, Ghana
- b. Harmonized Statutes of Colleges of Education, Ghana

## **19. FURTHER INFORMATION**

For further information or enquiries regarding this policy, please contact the following:

The Principal

Dambai College of Education

P. O. Box 84, Dambai, Krachi East.

Oti Region Ghana .

[dace74dambai@gmail.com](mailto:dace74dambai@gmail.com)

[info@dace.edu.gh](mailto:info@dace.edu.gh)

0243125225

0242080370

## 20. SUPPORTING DOCUMENTS



Appendixes /Forms

**DAMBAI COLLEGE OF EDUCATION**

**TRANSPORT OFFICE**



**DT # 01**

**#001**

### **Purchase of Fuel & Lubricants**

Issued to: ..... Date:.....

Vehicle Make.....Reg. No: .....

Mileage: ..... Department: .....

Quantity	Produce	Unit Price (GH¢)	GH¢	P
	Petrol			
	Gas Oil			
	Kerosene			
	Engine Oil			
	Transmission Oil			
	Brake Fluid			
	Flushing Oil			
	Penetrating Oil			
	Grease			
	Others (Specify)			
<b>Total (¢)</b>				

.....  
Transport Officer

.....  
Head of Dept.

.....  
Signature of Officer Issuing

.....  
Signature of Driver



Fuel K.P.G		
Engine Oil KPG		





DT # 03

**DAMBAI COLLEGE OF EDUCATION**

**VEHICLE GATE PASS**

Date .....

Driver's Name: .....

Vehicle No: .....

Destination: .....

Purpose: .....

.....

.....

Department: .....

Time Out: .....AM .....PM

Time In: .....AM .....PM

SIGNATURE.....

TRANSPORT OFFICER/ HEAD OF DEPT



**DAMBAI COLLEGE OF EDUCATION**

**TRANSPORT UNIT**

P. O. BOX 84, DAMBAI

**DT # 04**

**JOB REQUEST**

.....  
.....  
.....

Dear Sir/Madam,

**REPAIR /SERVICE OF VEHICLE NUMBER:.....**

Please, check and diagnose the following fault(s) on the above mentioned vehicle.

- (a) .....
- (b) .....
- (c) .....
- (d) .....
- (e) .....

You should give us written estimates of the job to enable us determine the competitiveness of your offer prior to the starting of the job.

On our part we undertake to make prompt payment for the service on satisfactory completion of the job and on presentation of your bill.

Yours faithfully,

.....  
Transport Officer

.....  
Principal's Approval

cc: Finance Officer

Internal Auditor

Head of Dept



**DAMBAI COLLEGE OF EDUCATION  
OFFICE OF THE PRINCIPAL**

**TRANSPORT REQUEST FORM**

**DT # 05**

NAME: .....

UNIT.....

VEHICLE REQUIRED.....

DATE REQUIRED: ..... PERIOD: .....

TOWN: FROM ..... TO: .....

PURPOSE: .....

.....

.....

TRANSPORT OFFICER'S COMMENTS: .....

.....

.....

DATE: ..... SIGNATURE: .....

PRINCIPAL'S COMMENTS: .....

ACCOUNTANT'S ACTION

(FUEL): .....

**NB:** The approved application should finally reach the Transport Officer to enable him/her inform the driver



**DAMBAI COLLEGE OF EDUCATION**  
**HEALTH & SANITATION UNIT**



**DT # 06**

**WORKS ORDER FORM FOR DISLUDGING**

NAME OF APPLICANT: .....SIGNATURE: .....

BUNGALOW/HOUSE #.....

PROBLEM: .....

.....

DATE REQUESTED: .....

REMARKS: .....

.....

.....

.....  
**CHIEF HEALTH SUPERINTENDENT**

.....  
**PRINCIPAL'S APPROVAL**



**DAMBAI COLLEGE OF EDUCATION**



**TRANSPORT UNIT**

**WORK ORDER FORM FOR WATER SUPPLY**

**DT # 07**

---

NAME OF APPLICANT: .....SIGNATURE:.....

PLACE: .....

AMOUNT PAID: .....

RECEIPT NUMBER: .....

DATE REQUESTED: .....

DATE COMPLETED: .....

REMARKS: .....

.....

**TRANSPORT OFFICER**

.....

**PRINCIPAL'S APPROVAL**



**DAMBAI COLLEGE OF EDUCATION**



**TRANSPORT UNIT  
SUPPLY OF SPARE PARTS**

**DT # 08**

.....  
.....  
.....  
.....

Dear Sir/Madam,

**SUPPLY OF PART(S)**

Please supply the following part(s) and debit our account.

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_
- (f) \_\_\_\_\_

The part(s) should accompany the supply invoice for payment.

Yours faithfully,

Principal

Cc: Finance Officer  
Internal Auditor  
HOD



**DAMBAI COLLEGE OF EDUCATION  
TRANSPORT UNIT**



**DT # 09**

**DRIVER MONITORING FORM**

.....  
Officer Assessing.....  
Driver's Name

Signature:.....

Destination/Trip:.....

Date:.....

**Note to Officer Assessing**

In order to assure quality of service to vehicle users through safe driving practices and ethics by drivers during treks/duty assignment, we shall be extremely grateful for your assistance in filling this questionnaire.

In view of this, the Transport Unit shall be extremely grateful for your assistance towards the realization of our objective of safe driving.

Your view shall help us achieve the following:

- Identify the training requirements of our drivers
- Help in rating performance among drivers
- Plan for their promotion or otherwise
- Early detection of ill health and dangerous practices that compromise driver's own safety, that of officers and other road users.

The form shall be filled in confidence and the Transport Unit promises to use the information provided only for the above mentioned purpose. The report shall cover the roundtrip.

**Questionnaire**

**Before Journey**

1. Did the driver report to you on time for the journey? a) Yes ..... b) No .....
2. If no, what length of time? a) 30min – 1hr ..... b) 1hr- 2hrs .....

3. Did he apologise or explain the reason for lateness? a) Yes ..... b) No .....
4. Was the car (inside/outside) looking clean or dirty when he reported for the journey?  
Clean ..... Dirty .....



### During Journey (Both Ways)

#### Driving Skills

- How will you rate drivers overtaking skills?  
a) Excellent ☐ b) Good ☐ c) Fair ☐ d) Poor ☐ e) Very poor ☐  
  
If poor, what was the main fault(s).....  
.....  
.....  
.....
- How do you rate the driver's overall speed?  
  - Highways – over 100km/hr
  - Built-up places/towns and rough roads – 50km/hr
a) Very high ☐ b) high ☐ c) moderate ☐ d) slow ☐ e) very slow ☐
- How do you rate the driver's knowledge of road signs (e.g. Turnings, traffic lights, use of lights)? a) Excellent ☐ b) Good ☐ c) Fair ☐ d) Poor ☐ e) Very poor ☐
- How do you judge the driver's ability to see far?  
Excellent ☐ b) Good ☐ c) Fair ☐ d) Poor ☐ e) Very poor ☐

#### Comportment

- Did driver ever insult, shout on other road users, stopped to pick a passenger, talked to a friend without seeking your consent or authorization? Yes ☐ No ☐
- Did driver ever spit out or throw items through the windows? Yes ☐ No ☐
- Did driver assist you with your items onto the vehicle or off it? Yes ☐ No ☐
- Did driver talk on cell phone while driving? Yes ☐ No ☐



**Overall Rating/Suggestions**

1. How do you rate the overall performance of the driver?

Excellent ☐ b) Good ☐ c) Fair ☐ d) Poor ☐ e) Very poor ☐

2. What suggestion(s) would you give towards improving the skills and performance of the driver?

.....  
.....  
.....  
.....  
.....  
.....

Thank you.



**DAMBAI COLLEGE OF EDUCATION  
OFFICE OF THE PRINCIPAL**



**DT # 10**

**REQUEST FOR EXTRA FUEL**

Name of Officer:.....

Dept/Unit:.....

Vehicle Registration Number:.....

Purpose:.....

.....  
.....  
.....  
.....

Date:...../...../20.....

Signature:.....

Principal's Comment

.....  
.....  
.....  
.....

**Note:**

**Copies of the approved application should be deposited at the Approved Filling Station  
and at the Internal Audit Department**